



Oregon AN No. 1262 (2006-M)

United States  
Department of  
Agriculture

Rural  
Development

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January 13, 2004

SUBJECT: FY 2004 State Internal Review Process

TO: All Rural Development Employees  
Oregon

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice (AN) is to set up a five-year State Internal Review (SIR) process for Oregon State Rural Development.

**COMPARISON WITH PREVIOUS AN:**

This AN replaces AN 1242 (2006-M) dated January 15, 2003.

**IMPLEMENTATION RESPONSIBILITIES:**

The SIR process is a state management review of operations in field offices and centralized program functions. These reviews consist of a comprehensive evaluation by state managers of the delivery of programs and administrative functions within the state. Patty Seawell is designated as the Management Control Officer (MCO) for Oregon State Rural Development. The MCO is the team coordinator for all SIR's.

The SIR team shall complete reviews of all field offices and centralized programs at least once every five years. SIR's have been scheduled on a 5-year plan as shown below. The 5-year SIR plan is subject to revisions based on personnel changes, staff and budget resources. A Mini-SIR is required for each portion reviewed when compliance falls below 80%.

EXPIRATION DATE:  
December 31, 2004

FILING INSTRUCTIONS:  
Preceding RD Instructions 2006-M

USDA is an Equal Opportunity Lender, Provider and Employer  
Complaints of discrimination should be sent to: USDA, Director,  
Office of Civil Rights, Washington, D.C. 20250-9410

OFFICE	LAST REVIEW	DATE REVIEW SCHEDULED
EUGENE	3/7/00	FY 2005
REDMOND	5/8/00	FY 2005
ROSEBURG	7/9/01	FY 2006
SALEM	2/5/01	FY 2006
MEDFORD	11/20/02	FY 2007
PENDLETON	2/10/03	FY 2008
<b><i>AREA OFFICE REVIEWS WILL CONSIST OF SFH (DIRECT &amp; GUARANTEED) ADMINISTRATIVE AND INFORMATION RESOURCES MANAGEMENT</i></b>		
<b>CENTRALIZED PROGRAMS/AREAS</b>		
MFH	9/8/03	FY 2007
RUS	9/16/03	FY 2008
RBS	5/21/99	BPAR 6/7-18/2004
<b><i>RUS INCLUDES COMMUNITY FACILITIES</i></b>		
<b><i>ALL REVIEWS WILL INCLUDE CIVIL RIGHTS, ENVIRONMENTAL AND COMMUNITY DEVELOPMENT</i></b>		

A State Senior Management (SSM) team is hereby established to assist the MCO and State Director plan the SIR's, review team reports and offices' action plans and make recommendations on report closure. The SSM team for FY 2004 is as follows: Sally Craber, Administrative Programs Director; Sharon Shaffer, SFH Program Director, Jillene Davis, MFH Program Director; Wayne Dunlap, CP Program Director, Bud Fischer, RBS Program Director, Peri Jude Radecic, Civil Rights Manager and the OCD Coordinator (vacant).

The following State Office employees are hereby designated as the SIR team responsible for conducting required Mini-Reviews and/or re-scheduled SIR's in the State of Oregon for FY 2004. Assistance will be requested from a neighboring state for any required Mini-Reviews of a centralized program.

Patty Seawell, Management Control Officer  
 Eduardo Alanis, Human Resource Manager  
 Peri Jude Radecic, Civil Rights Manager  
 Debbie Nichols, SFH Specialist  
 Mona Ellison, State Environmental Coordinator

Sally Craber, Administrative Programs Director  
 Mary Powell, Information Resource Manager  
 Sharon Shaffer, SFH Program Director  
 Barb Brandon, SFH Specialist

All employees should review RD Instruction 2006-M to familiarize themselves with the SIR process, including roles and responsibilities. The FY 2004 SIR Guides can be found on the Oregon State Rural Development Intranet at <http://teamrd.usda.gov/rd/or/default.htm>. If there are any questions regarding the SIR process, please contact Patty Seawell, MCO at (503) 414-3320.



LYNN SCHOESSLER  
 State Director